



DEPARTMENT OF THE NAVY

U.S. NAVY PERSONNEL SUPPORT ACTIVITY

DETACHMENT, GUAM

PSC 455, BOX 172

FPO AP 96540-1728

PSDGUAMINST 5239.1E

Code ADP

30 Apr 03

PERSUPPDET GUAM INSTRUCTION 5239.1E

Subj: AUTOMATED INFORMATION SYSTEMS (AIS) CONTINGENCY PLAN

Ref: (a) OPNAVINST 5239.2
(b) PERSUPPACTFEINST 5239.1

1. Purpose. To outline contingency procedures to alleviate disruptions caused by extended AIS system failure.

2. Cancellation. PSDGUAMINST 5239.1D.

3. Introduction. PERSUPPDET GUAM has become increasingly dependent upon Automated Information Systems (AISs) in the performance of its mission. The Department of the Navy AIS Security Program and references (a) and (b) mandate the implementation of an active Risk Management Program by all activities providing or relying upon AIS services. A proper Risk Management Program should include a contingency plan to provide for reasonable essential support if events occur that prevents normal operation of AIS.

4. Objectives. The primary objectives of the AIS Contingency Plan are to:

a. Establish alternate sites with similar system configuration where AIS support processing operations may be continued if a major AIS system failure occurs.

b. Ensure that at least one updated copy of all-essential systems programs and master data files are maintained in a separate and secure location at all times.

c. Require periodic exercises to test the adequacy of the contingency plan.

5. Responsibilities.

a. The Officer in Charge (OIC) is ultimately responsible for:

(1) Ensuring the responsibilities under this plan are carried out.

(2) Maintaining a state of preparedness within the detachment for carrying out contingency plan operations.

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(3) Periodically reviewing the plan and recommending any changes or improvements to the Plan Coordinator.

b. ADP System Security Officer (ADPSSO): Designated as Plan Coordinator and is responsible for:

(1) Assisting the OIC in carrying out responsibilities under this plan.

(2) Coordinating the movement of personnel, equipment and supplies to the alternate site.

(3) Ensuring Detachment contingency plan is updated annually.

(4) Scheduling and coordinating test exercises of the ADP contingency plan.

6. Designate Alternate Site. The alternate site for PSD Guam has been designated as CSD NCTS. Alternate site for CSD NCTS is PSD GUAM. If both systems are down (PSD/CSD), coordinate with PSA Pacific to transfer workload to other PSD or PSDs in the network.

7. Contingency Operations Strategy. The following strategies will be employed under specific conditions:

a. IATS travel computer down: Process critical workload on another microcomputers within the detachment.

b. Key peripheral hardware units down (printers, monitors): Process workload on another unit within the detachment.

c. One of a kind peripheral down (DEERS): Process workload at nearest site with compatible equipment.

d. Major damage/destruction of facility (earthquake, typhoon, fire, bombing, etc.): Process critical workload at alternate site.



A. S. KENT

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